

City of Chattanooga, TN
Personnel Class Specification

Class code 0970

FLSA: Non-Exempt

**CLASSIFICATION TITLE: POLICE SERVICE TECHNICIAN,
SENIOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform routine parking enforcement work associated with exacting compliance with city parking ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Patrols assigned area and designated streets of the city on foot or by vehicle regularly during shift to enforce parking time limit indicated on parking meters and to observe other vehicle parking violations.

Prepares and issues appropriate citations for the misuse of time limits, handicapped designated spaces, loading and bus zones, fire lanes, and of otherwise designated zones where no parking is permitted.

Places parking violation notices on offending vehicles; may place "boot" device on car to immobilize vehicle; may notify dispatcher to have a vehicle in violation towed and impounded when appropriate.

Clarifies parking rules, explains citations, and deals effectively with citizens in enforcement situations; may inform citizens of rules and regulations of other city ordinances when necessary.

Establishes and maintains positive relationships with citizens; responds to routine questions and requests for directions and information from the general public.

Reports damaged street signs, defective parking meters, and other traffic control devices for repair; reports traffic congestion, accidents, emergencies, and other incidents to dispatcher.

Appears and testifies in traffic court as necessary regarding disputed parking violations.

May serve statements of garnishments to violators for unpaid parking citations or other fines owed to the city.

Performs preventive maintenance on vehicles and equipment used in performance of duties which may include maintaining fluid levels, checking tires, and cleaning vehicles.

Maintains knowledge of new parking ordinances and of any other changing state/municipal codes and laws which may affect position responsibilities

Attends shift meetings and training sessions as required to maintain knowledge of departmental operations and to promote improved job performance.

Receives, reviews, and/or prepares documentation, records, logs, and reports; forwards to appropriate personnel or maintains files as directed.

ADDITIONAL FUNCTIONS

Reports traffic problem areas; makes suggestions for improvement of congested areas when possible and the need for signs or changes in posting.

Investigates reported crimes; interview and obtain statements from victims and witnesses.

Performs functions at minor traffic accidents to include directing traffic and processing accident reports.

Coordinates and directs parking for special events.

May swear on and sign summons for overdue parking citations before the court clerk; may receive orders from court clerk.

May assist and/or train new employees working meter patrol.

Performs other related duties as required.

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MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience or training; some public relations experience in a similar police/law enforcement or related environment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, smoke, odors, wetness, humidity, rain, fumes, temperature and noise extremes, bright or dim light, machinery, vibrations, traffic hazards, toxic agents, and violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.